

BOB RILEY
GOVERNOR

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DIRECTOR



ONE COMMERCE STREET, SUITE 620
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STATE OF ALABAMA
GOVERNOR'S OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

July 18, 2008

The Governor's Office of Faith-Based and Community Initiatives (GFBCI) is pleased to release this Request for Proposal (RFP) for Fiscal Year (FY) 2008 Citizen Corps funding. This funding is made available to state, local, and community organizations that are meeting the preparedness and response related needs of communities across Alabama.

Alabama has become a leader in citizen preparedness, receiving national and international coverage in recent years. This is due to the leadership of Governor Bob Riley and Homeland Security Director Jim Walker. Their unwavering support has lead to the growth of a culture of preparedness in Alabama. The GFBCI is proud to partner with the Alabama Department of Homeland Security again in 2008 to continue this legacy.

A conference call will be held for new applicants to review the RFP and answer any questions on July 31, 2008 at 10:00 am. The call in number is (888) 297-5575 and the passcode is 5575. Existing Councils are welcome and encouraged to attend.

The GFBCI is committed to working with local communities in the development of innovative programs and partnerships. Please contact Brooke Fussell at (334) 954-7440 if you have any questions about the application process.

Sincerely,

A handwritten signature in black ink that reads "Sydney Hoffman". The signature is written in a cursive, flowing style.

Sydney Hoffman
Director

The Governor's Office of Faith-Based and Community Initiatives



Citizen Corps FY08

Goal

To make communities in Alabama resistant and resilient to disasters (terrorist acts, man-made and natural disasters) through citizen preparedness.

Proposal

- Funding for Citizen Preparedness/Citizen Corps from the United States Department of Homeland Security will be available to each jurisdiction, through the Alabama Department of Homeland Security.
- The purpose of this funding is to expand Citizen Corps councils, programs and other citizen preparedness initiatives.
- The awards will have a ceiling of \$35,000. The minimum award granted will be \$5000.
- No in-kind or cash match is required but both are strongly encouraged.

Program Design

- Each jurisdiction will structure a community action plan by selecting four (4) or more initiatives from the provided list of citizen preparedness initiatives.
- **Two required initiatives are:**
 1. Establishment or enhancement of a local Citizen Corps council.
 2. Identification or establishment of a Coordinating Agency (CA) for volunteer management prior to and during a disaster.

Competitive Application Review Process

Proposals will be reviewed by a committee comprised of peer reviewers as well as staff from the Governor's Office of Faith-Based and Community Initiatives (GFBCI), the Alabama Department of Homeland Security (ADHS), the Alabama Emergency Management Agency (AEMA), the Alabama Department of Public Health (ADPH), and community organizations.

Funding Formula

- Base award
- Population award
- Competitive award (based on eligible need and program merit)
- Other considerations (geographic distribution of programs, new councils, grantees previous accomplishments)
- Development of other funding sources (grants, in-kind, etc)

Reporting

For the Alabama Department of Homeland Security:

- Requests for reimbursements
- Initial Strategy Implementation Plan (ISIP) (twice yearly)
- Biannual Strategy Implementation Report (BSIR) (twice yearly).

For the Governor's Office of Faith-Based and Community Initiatives:

- Biannual reports are due within 30 days after the close of the period. Reports should include progress toward quarterly periodic objectives, activities and number of volunteers participating in identified initiatives. A template will be provided.

Other Requirements

- Councils will be required to maintain a database of volunteers. Community Emergency Response Team (CERT) volunteers will be logged in the State CERT database and volunteers for other initiatives will be documented in a database of the Citizen Corps Council's choosing.
- Councils will be required to send at least one representative to the annual Alabama Citizen Corps conference, but are strongly encouraged to send additional representatives.
- Councils will disseminate information, newsletters, and other requested information to the local Citizen Corps Councils and program members and volunteers upon request of the Alabama Citizen Corps Council.

Timeline

- Letters of intent must be submitted to the attention of Brooke Fussell via mail, email, or fax no later than 3:00 pm, Friday, August 8, 2008.
- Applications must be submitted to the attention of Brooke Fussell via mail, email, or fax no later than 3:00 pm, Monday, August 18, 2008.

If mailing via the United States Postal Service:

**Governor's Office of Faith-Based and Community Initiatives
Attn: Brooke Fussell
P.O. Box 309534
Montgomery, AL 36130-9534**

If sending via Fed Ex or UPS:

**Governor's Office of Faith-Based and Community Initiatives
Attn: Brooke Fussell
One Commerce Street, Suite 620
Montgomery, AL 36104**

If emailing: **Brooke.Fussell@ServeAlabama.gov**

If faxing: **Attn: Brooke Fussell
334-242-2885**

***If hand delivering, please bring to Suite 620
Do not leave at information desk in the lobby!***

Required Information

Applicants must include the following:

- Cover Sheet
- Initiative Selection Sheet
- Alternate Initiative Proposal (If selecting initiative 11 and/or if initiatives 1-10 proposals are adapted.)
- Line Item Budget
- Budget narrative
- Previous accomplishments narrative (3 pages double spaced maximum)
- Three letters of support

Cover Sheet

2008 Citizen Corps Citizen Preparedness

Organizational Name: _____

Organization Point of Contact: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: (____) _____

Physical Address: _____

City/State/Zip: _____

Website: _____

Email Address: _____

Jurisdiction: _____

Proposed Project Date: _____

AMOUNT OF FUNDS REQUESTED: _____

LOCAL IN-KIND & CASH MATCH: _____

TOTAL PROJECT VALUE (funds + match): _____

To the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state and federal laws and regulations.

Authorized Signature
Homeland Security Point of Contact

Date

Print Name

Authorized Signature
Citizen Corps Point of Contact

Date

Print Name

Authorized Signature
Chairperson Citizen Corps Council
(Existing Councils)

Date

Print Name

Citizen Preparedness Initiatives

Each jurisdiction will develop a citizen preparedness plan by identifying 4 or more initiatives to implement. The Citizen Corps Council and Volunteer Initiatives are to be implemented in each jurisdiction.

If your jurisdiction has already achieved these goals, you must create the goals and quarterly implementation action steps for the Citizen Preparedness Initiatives using the template provided.

Please check the initiatives you plan to implement in your jurisdiction:

		<u>Used Provided Goals</u>	<u>Used New Goals</u>
✓	1) Citizen Corps Council (required)		
✓	2) Volunteer Management (required)		
	3) Community Emergency Response Team (CERT)		
	4) Neighborhood Watch		
	5) Volunteers in Police Service (VIPS)		
	6) Medical Reserve Corps (MRC)		
	7) Fire Corps		
	8) Student Preparedness		
	9) Business Preparedness		
	10) Voluntary Organizations Active in Disasters (VOAD) Development		
	11) Other (Such as Lake Watch, Community Watch)*		

***Councils proposing initiative 11 should write the Proposal using the format provided for initiatives 1-10 using the template provided.**

Program Goal: By establishing or enhancing a local Citizen Corps Council local jurisdictions will create a comprehensive approach for citizens and communities to prevent, prepare and respond to any natural or man-made disaster.

September – November 2008

Local jurisdictions, in coordination with local Homeland Security Points of Contact (POC) and Emergency Management will:

- Identify or establish a local Citizen Corps Council.
- Identify key stakeholders of the five programs under the Citizen Corps umbrella [Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers In Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps] and place at least one representative from each program on the council.
- Identify a point of contact for each of the five programs.
- Convene the local Citizen Corps council, adopt by-laws and elect or appoint council leaders.
- Partner with the local Volunteer Coordinating Agency (CA) and Voluntary Organizations Active in Disaster (VOAD) to develop volunteer recruitment plan and response plan for a major disaster.

December 2008– February 2009

The Citizen Corps Council will host at least one community preparedness event involving all five program partners [Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers In Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps] represented in the jurisdiction that focuses on citizen preparedness and community outreach.

March - May 2009

The Citizen Corps Council and program partner volunteers will participate in a disaster drill or exercise.

June – August 2009

The Citizen Corps Council will evaluate activities and trainings from the FY08 grant period and develop citizen preparedness plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will experience an increase in the level of citizen preparedness and collaboration with first responder organizations resulting in communities that are more disaster resistant and resilient.

Volunteer Management

Initiative Proposal 2

Program Goal: By identifying or establishing a Coordinating Agency (CA) for volunteer management local jurisdictions will augment their volunteer recruitment and management process. The CA will recruit volunteers for the identified initiatives, establish a plan for utilizing un-affiliated/spontaneous volunteers during disasters, maintain a record of volunteers and hours of volunteer service during disasters, and network with Emergency Management during disasters to coordinate volunteer and donations management during disasters.

September – November 2008

Local jurisdictions, in coordination with local Homeland Security Points of Contact (POC), Emergency Management, Voluntary Organizations Active in Disaster (VOAD) and Citizen Corps council, will identify or establish a CA. The CA will:

- Identify a Volunteer Reception Center (VRC) site to be utilized in disasters.
- Develop a plan for efficiently processing unaffiliated volunteers
- Assemble a “Go Kit” of supplies to be utilized at the Volunteer Reception Center.
- Recruit 5 volunteers to perform initial staffing of the VRC
- Ensure that a FEMA work rate for each type of volunteer activity has been established for the purpose of utilizing volunteer activities to provide FEMA match.
- Identify any local or regional AmeriCorps programs that participate in disaster preparedness and response.
- Develop a plan for collaborating with the local long-term recovery committee.

December 2008 – February 2009

The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management and Citizen Corps council will develop and implement a plan to recruit volunteers for the identified citizen preparedness initiatives. ***The implementation phase will be ongoing throughout the grant period.***

March- May 2009

The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management, Voluntary Organizations Active in Disaster (VOAD) and Citizen Corps council, will build a community volunteer network. Specifically they will gather information from AmeriCorps, Retired Senior Volunteer Program (RSVP) and other faith and community-based organizations on the disaster services they provide and the anticipated volunteer resources they could provide in a disaster.

June – August 2009

The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management, Voluntary Organizations Active in Disaster (VOAD), and Citizen Corps council, will develop a plan to transport groups of volunteers to disaster sites, manage donations, and communicate volunteer and donation need to the Volunteer and Donations lead.

Anticipated Successful Program Outcomes: The local jurisdiction will experience an increase in the number of volunteers participating in their identified citizen preparedness initiatives. Additionally, in the event of a disaster, the jurisdiction will demonstrate an increase in response capabilities as well as capture revenue from volunteer services.

In order to maximize funds, jurisdictions are strongly encouraged to coordinate regional CERT trainings and exercises.

Program Goal: By establishing or expanding the CERT program, communities can give critical support to first responders during a disaster and provide disaster education and training for the community during non-emergency periods.

September - November 2008

Local jurisdictions, in coordination with the local Citizen Corps council will:

- Designate a CERT coordinator. The coordinator will maintain a record of CERT members and their contact information.
- Identify CERT trainers to participate in the CERT Train the Trainer Course
- Purchase CERT equipment
- Partner with the local Citizen Corps council and Volunteer Coordinating Agency (CA) to develop a response plan for CERT members in a major disaster.

December 2008 – February 2009

CERT team members will:

- Begin CERT member training.
- Participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2009

The CERT team members will:

- Continue CERT member training.
- CERT team members will participate in a disaster drill or exercise.

June – August 2009

The CERT team members will:

- Continue CERT member training.
- Evaluate activities and trainings from the FY08 grant period and develop a CERT plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will expand their ability to respond to disaster and emergency situations by utilizing trained volunteers as a component of the response plan.

Neighborhood Watch

Initiative Proposal 4

Program Goal: By establishing or enhancing the Neighborhood Watch Program citizens will be prepared to observe and report suspicious activities pertaining to acts of terrorism or crime.

September - November 2008

Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local law enforcement to identify existing Neighborhood Watch programs.
- Establish or expand Neighborhood Watch programs.
- Designate a Neighborhood Watch point of contact (POC). The POC will maintain a record of Neighborhood Watch participants and their contact information.

December 2008 – February 2009

Neighborhood Watch volunteers will participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2009

Neighborhood Watch volunteers will:

- Participate in a disaster drill or exercise.
- Identify at least one training program focusing on disaster (natural and man-made) prevention and response.

June – August 2009

Neighborhood Watch volunteers will:

- Implement at least one training program focusing on disaster (natural and man-made) prevention and response.
- Evaluate activities and trainings from the FY08 grant period and develop a Neighborhood Watch plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will experience enhanced safety and security in their communities and increased collaboration with local law enforcement.

Volunteers In Police Service (VIPS)

Initiative Proposal 5

Program Goal: By establishing or enhancing the Volunteers in Police Service (VIPS) citizens will help supplement and support officers and civilian personnel by allowing them to concentrate on their primary duties.

September - November 2008 Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local law enforcement to identify existing VIPS programs.
- Establish or expand VIPS programs.
- Designate a VIPS point of contact (POC). The POC will maintain a record of VIPS participants and their contact information.

December 2008 – February 2009

VIPS members will participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2008 VIPS members will:

- Participate in a disaster drill or exercise.
- Identify at least one training program focusing on disaster (natural and man-made) prevention and response.

June – August 2008 VIPS members will:

- Implement at least one training program focusing on disaster (natural and man-made) prevention and response.
- Evaluate activities and trainings from the FY08 grant period and develop a CERT plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will provide support to local law enforcement and experience enhanced safety and security in their communities.

Medical Reserve Corps (MRC)

Initiative Proposal 6

In order to maximize funds, jurisdictions are strongly encouraged to coordinate regional MRC programs and exercises.

Program Goal: By establishing or expanding the Medical Reserve Corps (MRC) program, communities can give critical support to medical responders during a disaster and provide medical and disaster education as well as meeting community health needs and training for the community during non-emergency periods.

September - November 2008 Local jurisdictions in coordination with the local Citizen Corps council will:

- Designate a MRC coordinator. The coordinator will maintain a record of MRC members and their contact information.
- Partner with Alabama Department of Public Health (ADPH)
- Develop MRC implementation plan.
- Identify regional Partners with the Citizen Corps Council and Volunteer Coordinating Agency (CA) to develop a response plan for MRC members in a major disaster.

December 2008 – February 2009

MRC members will:

- Begin MRC implementation plan
- Purchase MRC equipment
- Participate in at least one community preparedness event with the local citizen Corps council and other Citizen Corps program partners.

March - May 2009

The MRC members will:

- Continue MRC implementation plan
- MRC members will participate in a disaster drill or exercise

June – August 2009

The MRC members will:

- Evaluate activities and trainings for the FY08 grant period and develop a MRC plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will expand their ability to respond to emergency and non-emergency situations by utilizing trained volunteers as a component of the response plan and to meet ongoing community health needs.

Fire Corps (FC)

Initiative Proposal 7

Program Goal: By establishing or expanding the Fire Corps (FC) program, communities can give critical support to first responders during a disaster and provide disaster education and training for the community during non-emergency periods.

September - November 2008

Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local law enforcement to identify existing FC programs.
- Partner with local fire-fighting agencies to establish or enhance FC programs.
- Identify partners within the local Citizen Corps council and Volunteer Coordinating Agency (CA).
- Designate an FC coordinator. The coordinator will maintain a record of FC members and their contact information.

December 2008 – February 2009

FC members will:

- Identify at least one training program focusing on disaster (natural or man-made) prevention and response.
- Participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2009

FC members will:

- Participate in a disaster drill or exercise.
- Implement at least one training program focusing on disaster preparedness and response.

June – August 2009

FC members will:

- Evaluate activities and trainings for the FY08 grant period and develop a FC plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will expand their ability to respond to disaster and emergency situations by utilizing trained volunteers as a component of the response plan.

Student Preparedness (SP)

Initiative Proposal 8

Program Goal: By establishing or expanding the Student Preparedness (SP) program, communities provide disaster education and training for the community during non-emergency periods.

September - November 2008

Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact Board of Education and other education institutions to identify existing SP programs.
- Partner with local preparedness agencies to establish or enhance SP programs.
- Identify partners within the local Citizen Corps council, local LEPC, local DHR and Volunteer Coordinating Agency (CA).
- Designate an SP coordinator. The coordinator will maintain a record of SP members and their contact information.

December 2008 – February 2009

SP members will:

- Identify at least one training program focusing on disaster (natural or man-made) prevention, preparedness, and response.
- Participate in at least one student preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2009

SP members will:

- Participate in a disaster drill or exercise.
- Implement at least one training program focusing on disaster preparedness and response.

June – August 2009

The SP members will:

- Evaluate activities and trainings for the FY08 grant period and develop a SP plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will expand their ability to respond to disaster by having informed, prepared members of the community.

Business Preparedness (BP)

Initiative Proposal 9

Program Goal: By establishing or expanding the Business Preparedness (BP) program, communities can give critical support to first responders during a disaster and provide disaster education and training for the community during non-emergency periods.

September - November 2008

Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact Chamber of Commerce and Economic Development Council to identify existing BP programs.
- Partner with local preparedness agencies and media to establish or enhance BP programs.
- Identify partners within the local Citizen Corps council, local LEPC, local EMA and county and city government.
- Designate a BP coordinator. The coordinator will maintain a record of BP members and their contact information.

December 2008 – February 2009

BP members will:

- Identify at least one training program focusing on disaster (natural or man-made) prevention, preparedness, and response.
- Participate in at least one business preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

March - May 2009

BP members will:

- Participate in a disaster drill or exercise.
- Implement at least one training program focusing on disaster preparedness and response.

June – August 2009

The BP members will:

- Evaluate activities and trainings for the FY08 grant period and develop a BP plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will expand their ability to respond to disaster and emergency situations by utilizing trained volunteers as a component of the response plan.

Program Goal: By enhancing or establishing the Voluntary Organizations Active in Disaster (VOAD) Development Initiative the planning efforts by many voluntary organizations responding to disaster will prove to be more effective.

September - November 2008

Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local voluntary organizations active in disasters to identify existing VOAD programs.
- Establish or expand VOAD Development programs.
- Designate a VOAD point of contact (POC). The POC will maintain a record of VOAD participants and their contact information.

December 2008 – February 2009

VOAD organizations will participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners. The VOAD will join the Alabama Voluntary Organizations Active in Disaster (ALVOAD).

March - May 2009

VOAD organizations will:

- Participate in a disaster drill or exercise.
- Identify at least one training program focusing on disaster (natural and man-made) prevention and response.

June – August 2009

VOAD organizations will:

- Implement at least one training program focusing on disaster (natural and man-made) prevention and response.
- Evaluate activities and trainings from the FY08 grant period and develop a VOAD Development plan for the FY09 grant period.

Anticipated Successful Program Outcomes: The local jurisdiction will experience increased communication and collaboration between various voluntary organizations during times of disasters.

Sample Template

Sample Name

Initiative Proposal 11

Program Goal:

September - November 2008

December 2008 – February 2009

March - May 2009

June – August 2009

Anticipated Successful Program Outcomes:

SAMPLE LETTER OF INTENT
Alabama Citizen Corps Grant Program

[Date]

Sydney Hoffman, Chair
Alabama Citizen Corps Council
One Commerce Street, Suite 620
Montgomery, AL 36104

RE: Citizen Corps Grant Letter of Intent

Dear Director Hoffman:

I submit this Letter of Intent to notify the Alabama Citizen Corps Council of **[name of your organization]**'s intent to submit a proposal for the FY2008 Citizen Corps Grant Program.

[Name] will be our main point of contact for the purposes of the application process and can be reached at:

- **Mailing Address**
- **Phone Number**
- **Email Address**

Thank you for this opportunity to participate in the Citizen Corps Program.

Sincerely,
Your Name
Your Title

Citizen Corps RFP FY08

For information on allowable expenditures, please consult the FY08 Homeland Security Grant program guidance at <http://www.homelandsecurity.alabama.gov/grantinfo.htm>.

Instructions: Fill in the total amount in the allotted space, then break down the amount by initiative (one column for each initiative) underneath the corresponding initiative (abbreviate as necessary). Please attach a budget narrative.

Personnel Expenses

	Position	Amount Requested	Hourly Rate
Program Planning Support			
Sub Total			

Include an attached Budget Narrative sheet with a detailed position(s) description and a breakdown of benefits.

Operating Expenses	Total Amount Requested	Initiative	Initiative	Initiative	Initiative	Initiative	Initiative	Initiative
		CC Council	Volunteer Mgt.					
		Amount:	Amount:	Amount:	Amount:	Amount:	Amount:	Amount:
Supplies								
Equipment								
Exercise								
Travel								
Other (list)								
Other (list)								
Sub Total								
Total Personnel Request								
Total Operating Request								
Total Grant Request								

As this is a volunteer program, personnel (contract support, part-time staff) cost should remain low and not exceed 15% of the total grant award. Exceptions will be considered, but with great scrutiny. The Homeland Security Grant Program does not allow for supplanting.

The Governor's Office of Faith-Based and Community Initiatives



Citizen Corps FY08 Checklist

Each application must contain:

- Letter of intent – Must be submitted via mail or fax no later than 3:00 pm, Friday, August 8, 2008.
- A completed coversheet with the signatures of:
 - The Authorized Homeland Security Point of Contact
 - The Citizen Corps Point of Contact
 - The Chairperson of the Citizen Corps Council (existing councils)
- A minimum of four selected Citizen Corps Initiatives, including the two required initiatives, *Citizen Corps Council* and *Volunteer Management*
- Quarterly goals for each initiative, by either using the provided goals or developing new goals
- Line item budget completed
- Budget Narrative completed
- Three letters of support from community stakeholders

Please submit applications via mail, email, or fax no later than 3:00 pm, Monday, August 18, 2008.

If mailing via the United States Postal Service:

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Attn: Brooke Fussell
P.O. Box 309534
Montgomery, AL 36130-9534**

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334-242-2885**